

Quick Reference Guide:

OPERATIONS, TRAINING AND PPE STANDARDS FOR ORVs

OPERATIONS:

- **The Facility Manager will review their OHV for need and use of those being certified. Use Employee Orientation package when qualifying permanent employees and volunteers for assignments.**
- **Operators will be trained, qualified and authorized to operate ORVs.**
- **Supervisors have total responsibility for approval of all ORV activities and Certification of operators.**
- **Supervisors/Employees will develop a Risk Assessment outlining the nature of each assignment and potential hazards expected. Planning will follow. (a standard Risk Assessment on file will be accepted for routine jobs)**
- **Limit the use of ORVs to existing trails and roads, unless special risk assessments are evaluated for assignment and approved. The most serious accidents have been in remote areas on none existent trails.**
- **Park ORVs and walk if the trail does not look stable or useable.**
- **Do not overextend use of ORVs beyond their intended use. They have application limits which should not be exceeded. Reference the Operations Handbook, KNOW THEM. This also pertains to operator skills and experience level. DO NOT EXCEED.**
- **Always travel in pairs if possible. Use the Buddy System for field operations. Never venture out alone.**
- **Two way, portable hand held radios or a cell phone(s) will be carried by each operator, unless there are two or more operators and then there shall be at least one radio and /or cell phone for communications with each party.**
- **All ORVs will be loaded and unloaded by using loading ramps that are constructed for that purpose or by utilizing tilt-bed trailers. Ref: IM WO2003-265**

RISK MANAGEMENT WORKSHEET

(continued)

- **Develop a formal maintenance, inspection program for all ORVs and maintain records of all activities. Maintenance program should include preventative scheduled maintenance and both Pre/Post trip equipment inspections.**
- **Before departing, each operator will be responsible to ensure that the check in and check out procedures for their offices is followed. Any changes in travel plans will be immediately reported to the employee's office.**

TRAINING:

- **Only those requiring use of ORVs in their job capacities will be authorized training. Only those with Supervisors authorization will receive training.**
- **All personnel authorized to operate an ORV must first complete training in the safe operating procedures and use of appropriate PPE.**
- **All users of ORVs will be required to pass a formal ORV training course that is sponsored by either an approved/certified BLM instructor or through an approved training agency such as the ATV Safety Institute.**
- **Volunteer, Seasonal and Fire employees will be required to complete a refresher training course. Instruction will cover as a minimum requirements found in BLM Safety Manual 1112-1, and BLM Manual 9213-1**
- **Refresher training will be accomplished by Certified Trainers/Operators within the State. Permanent employees will participate in a refresher training every 3-years or when performance indicates the need.**

RISK MANAGEMENT WORKSHEET
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PPE REQUIREMENTS:

- Operators will wear helmets, either full head/face helmets with radio ear pieces or an approved half helmet with the appropriate eye protection.
- Personal Protective Equipment is mandatory for all ORV operators. This is to include:
 - Helmet (must be DOT, ANSI-90, or SNELL M-95 approved)
 - Eye protection (goggles, face shield, or safety glasses)
 - Gloves
 - Long sleeves
 - Long pants
 - Over-the-ankle leather boots (at least 6”high)

RISK MANAGEMENT WORKSHEET

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Form 1112-5
(May 2001)

UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT - COLORADO RISK MANAGEMENT WORKSHEET

1. Organization and Location			2. Page _ of _	
3. Operation / Task Operating Off Road Vehicles (ORVs): All Terrain Vehicles (ATVs), Off Highway Motorcycles (OHMs), and Snow Mobiles (SMs)		4. Beginning Date	5. Ending Date	6. Date Prepared
7. Prepared by (Name/Duty Position)				

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
Unfamiliar Equipment, Policies, Terrain					
<ul style="list-style-type: none"> Untrained Operator (no documentation of basic operator training) 	H	Operator Basic training, specific to vehicle class (ATV, OHM, SM) is minimum qualification to operate vehicle. At least two operators should be assigned to work in remote and hazardous areas.	M	Supervisor will schedule training with agency instructor or private vendor. Instructor will: a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators.	Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).

RISK MANAGEMENT WORKSHEET

(continued)

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
<ul style="list-style-type: none"> Trained operator (course completed over 35 months ago) Trained operator (new to BLM or new to geographic area) 	H	<p>Operator Refresher training, specific to vehicle class (ATV, OHM, SM) every three years (minimum). Refresher training includes check ride with instructor.</p> <p>New employees (previously trained) must demonstrate skills by completing refresher training and check ride with instructor.</p>	M	<p>Supervisor will schedule training with agency instructor or private vendor.</p> <p>Instructor will:</p> <ul style="list-style-type: none"> a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators. 	Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).
<ul style="list-style-type: none"> Trained operator (infrequent rider, less than 24 annual ride hours) 	H	<p>Operator Refresher training. Annual refresher training and check ride with ATV instructor.</p> <p>At least two operators should be assigned to work in remote and hazardous areas.</p>	M	<p>Supervisor will schedule training with agency instructor or private vendor.</p> <p>Instructor will:</p> <ul style="list-style-type: none"> a) supply certificate of completion, b) endorse OF 346 card, c) prepare roster of qualified operators. 	Supervisor will verify operator qualification (i.e. certificate of completion, OF 346 endorsement, or roster of qualified operators).
<ul style="list-style-type: none"> New equipment 	H	<p>New vehicle familiarization. Operator to perform test ride on level ground before attempting trails.</p> <p>Never ride alone.</p>	M	Operator is responsible for safe operation of all vehicles.	Supervisor will monitor operator safety record.
<ul style="list-style-type: none"> New/changed terrain (new region, high water, flash flood, washout, mudslide, rockslide, earthquake) 	H	<p>Check weather forecast, other timely information.</p> <p>Conduct Field risk assessment.</p> <p>Require two or more vehicles with experienced operators to survey area.</p> <p>Never ride alone.</p>	M	<p>Write weather forecast/other environmental information on Check-Out/Check-In report ("ride plan").</p> <p>Increase frequency of communication.</p>	<p>Supervisor is responsible for authorizing use of OHV given new/changed terrain.</p> <p>Supervisor must sign Field risk assessment before OHV operation commences.</p>
Obstacles, Trail Debris					

RISK MANAGEMENT WORKSHEET

(continued)

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
<ul style="list-style-type: none"> Insects Reptiles Vegetation 	H	Wear safe field attire: long pants, long-sleeved shirt/jacket, gloves, sturdy footwear (over ankle).	M	Employee is responsible for wearing safe field attire.	Supervisor will not authorize employee/volunteer to enter field without safe field attire.
<ul style="list-style-type: none"> Rocks, gravel, mud Streams, creeks Low-hanging limbs Downed wood Seed pods 	H	Wear proper PPE ATVs and OHMs: DoT-approved helmet, helmet face shield or impact/shatter-resistant goggles, full-fingered gloves. OHMs: knee pads, shin pads. SMs: protective helmet, safety sunglasses, face mask, gloves, snowsuit, snow boots.	M	Employee is responsible for wearing proper PPE. Supervisor authorizes the purchase of PPE and, if deemed necessary, may approve purchase of additional PPE such as motorcycle boots with shin protection. Supervisor and Safety Specialist approves additional PPE purchased by employee.	Supervisor is responsible for verifying that employee is wearing proper PPE as condition for authorized use of ORV.
<i>Collisions</i>					
<ul style="list-style-type: none"> Highway Vehicles 	H	Do not operate ORV on paved roads unless road is open to OHV use. Use ORV road crossings, when available, or cross perpendicular to roadway.	M	Part of basic ORV training. Highway riding prohibition is specified in the Check-Out/ Check-In ("ride plan").	Supervisor is responsible for reviewing ORV policies and ORV Risk Assessment with employee.
<ul style="list-style-type: none"> Off Road Vehicles Non-motorized vehicles (bicycles) Hikers Wildlife/livestock Stationary objects (trees) 	H	Slow down. Watch for other ORVs. Watch for hikers and bikers. Watch for deer, moose, cattle, sheep. Slow down.	M	Part of basic ORV training. Identify all trails and grazing areas in the Check-Out/ Check- In ("ride plan").	Supervisor is responsible for reviewing ORV Risk Assessment and common field hazards with employee.
<i>Weather/Environmental Conditions</i>					

RISK MANAGEMENT WORKSHEET

(continued)

8. Identified Hazards Source of Injury or Loss (Be specific.)	9. Initial Risk L/M/H/E	10. Control Measures How to reduce risk of hazard. (Be specific.)	11. Residual Risk L/M/H/E	12. How to Implement the Control Measure(s) (Be specific.)	13. Supervisor & Evaluation by: Continuous Leader Checks, Buddy System, etc. (Be specific.)
<ul style="list-style-type: none"> hot/cold rain/hail/snow/ice fire/flood 	H	Complete Field risk assessment. Check weather forecast. Check other agency reports.	M	Supervisor and employee to complete Field risk assessment.	Supervisor must sign Field risk assessment and authorize use of ORV given current/forecast conditions.
<i>Solo Operator (riding alone)</i>					
<ul style="list-style-type: none"> Untrained operator (no documentation of training.) 	E	Prohibited.	E	Supervisor responsible for controlling access to ORVs.	Supervisor responsible for controlling access to ORVs.
<ul style="list-style-type: none"> Newly trained or infrequent rider (less than 24 annual ride hours). 	E	Newly trained and infrequent operators should always ride with an experienced operator. Field risk assessment.	H	Supervisor authorizes solo ride. Check-Out/Check-In report includes ride plan with map. Increase frequency of communication.	Supervisor signs field risk assessment and authorizes solo operator.
<ul style="list-style-type: none"> Trained Operator (familiar with equipment, policies, and terrain) 	H	Check-Out/Check-In report includes detailed ride plan with map.	M	Supervisor authorizes solo ride. Check-Out/Check-In report includes ride plan with map. Increase frequency of communication.	Supervisor signs solo operator risk assessment.

14. Remaining Risk Level After Control Measures Are Implemented (CIRCLE highest remaining risk level.)	LOW (Line Supervisor)	MEDIUM (Branch Chief)	HIGH (District Manager) Center/Field Manager/DSD	EXTREMELY HIGH (State Director/Associate)
15. Risk Decision Authority (Approval/Authority Signature Block) If Initial Risk level is M, H, or E, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risk.		Signature		
NOTE: If the person preparing this form signs the signature block, this signature only indicates that the appropriate Risk Decision Authority was notified of the Initial Risk level, the control measures taken, the appropriate resources requested, and that the risk was accepted by the Risk Decision Authority.				

Instructions for Risk Management Worksheet

(Revised 07/01/2004)

BLOCK	DESCRIPTION	INSTRUCTIONS
1.	Organization and Location	Organization conducting the Risk Assessment and the location of the operation.
2.	Page ___ of ___	If more than one page is used, indicate number of pages. (For example, Page 1 of 3).
3.	Operation / Task	In general terms, identify the operation/task(s) to be performed.
4.	Beginning Date	Enter the date that the operation/task(s) is to begin.
5.	Ending Date	Enter the date that the operation/task(s) is to end.
6.	Date Prepared	Enter the date that the Risk Assessment was prepared.
7.	Prepared by (Name / Duty Position)	Enter the name and the duty position of the person(s) completing the form.
8.	Identified Hazards	Identify specific hazards associated with the operation/task(s). It is important to be specific and start at the beginning, the preparation phase (equipment draw/transportation of equipment) of the operation. For example: unfamiliar equipment, inexperienced operators, improperly configured equipment, challenging terrain, natural hazards, hazardous chemical use, span of supervision, location of work, types of roads, confined spaces, pinch points.
9.	Assess the Hazards: Initial Risk	Assess the initial risk using the Risk Assessment Matrix (see BLM Manual Handbook 1112-1, Illustration 2-1, page 81.) L =Low, M =Medium, H =High, E =Extremely High.
10.	Control Measures Developed for Identified Hazards: (Specific measures taken to reduce the probability of a hazard) Include PPE.	Identify control measures for each identified hazard in block 8.
11.	Assess the Hazard's Residual Risk	Assess the residual risk, the risk remaining after the control measures are taken into consideration, using the Risk Assessment Matrix (see H1112-1, page 81.)
12.	How to Implement the Controls: (May be filled in by hand)	Identify how the controls will be implemented. For example: SOPs, tailgate safety briefings, written/oral policy statements/directions, familiarization training, Right-to-Know training, use of PPE, use of spotters.

BLOCK	DESCRIPTION	INSTRUCTIONS
13.	Supervisors and Evaluation by: (Continuous Leader Checks, Buddy System, etc.)	Enter the specific individual(s) or method(s) used to supervise and evaluate the provisions of the Risk Assessment. For example: supervisor/leader on site, buddy system, employee cross talk.
14.	Remaining Risk Level After Control Measures Are Implemented: (CIRCLE HIGHEST REMAINING RISK LEVEL)	Circle the appropriate remaining level of risk. LOW – Line Supervisor MEDIUM – Branch Chief HIGH – District Manager District Manager Center/Field Manager (CM/FM)/Deputy State Director (DSD) EXTREMELY HIGH – State Director/Associate State Director
15.	RISK DECISION AUTHORITY: (Approval/Authority Signature Block) (If Initial Risk Level is Medium, High, or Extremely High, brief Risk Decision Authority at that level on Controls and Control Measures used to reduce risks). Note: If the person preparing the form signs this block, the signature indicates only that the appropriate risk decision authority was notified of the initial risk level, control measures taken, and appropriate resources requested; and that the risk was accepted by the decision authority.	The authority accepting the risk should sign this block; if the authority is notified and accepts the risk, the person completing the form can note same and sign block 15. (See Note in block 15.)